

2008-Pay-2009 Assessment/Tax Billing Cycle - Marshall County - Updated Mon 8/24/09																																	
ID	Task Complete?	Task Name	Actual/Projected Start Date	Actual/Projected Finish Date	Task Deadline	On Time Status	2008												2009												2010		
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
0		2008-Pay-2009 Assessment/Tax Billing Cycle - Marshall Cou	NA	NA	NA																												
1	✓	Submit 2007-pay-2008 real and personal property data to DLGF/LSA	Tue 4/8/08	Tue 4/8/08	Mon 10/1/07																												
2	✓	Validate all 2007 sales disclosures and submit data to DLGF/LSA	Fri 2/1/08	Fri 2/1/08	Fri 2/29/08																												
3	✓	Prepare ratio study and submit workbook and ratio study to DLGF	Mon 7/28/08	Fri 10/31/08	Fri 5/23/08																												
4	✓	Review and approve county ratio study	Fri 10/31/08	Tue 11/18/08	Fri 5/30/08																												
5	✓	Apply trending factors, review assessed values, and deliver final AV t	Wed 11/19/08	Thu 12/18/08	Tue 7/1/08																												
6	✓	Apply deductions and exemptions	Fri 12/19/08	Thu 1/15/09	Tue 7/29/08																												
7	✓	Submit TIF Neutralization forms (if applicable)	Fri 12/19/08	Mon 3/16/09	Tue 7/29/08																												
8	✓	Review and approve TIF Neutralization	Mon 3/16/09	Wed 3/18/09	Thu 7/31/08																												
9	✓	Certify net assessed values to DLGF	Wed 3/18/09	Thu 3/26/09	Fri 8/1/08																												
10		Prepare Form 15 data and submit to DLGF	Thu 12/18/08	Thu 12/18/08	Fri 10/31/08																												
11	✓	Prepare data extract files and submit 2008-pay-2009 real and persona	Fri 12/19/08	Wed 2/4/09	Mon 12/1/08																												
12	✓	Adopt budgets, levies and rates	Wed 11/19/08	Mon 12/1/08	Mon 12/1/08																												
13	✓	File budgets with County Auditor	Wed 12/3/08	Wed 12/3/08	Wed 12/3/08																												
14	✓	Advertises adopted rates (TAB Rate Chart)	Mon 12/15/08	Mon 12/15/08	Mon 12/15/08																												
15	✓	Work unit budgets, levies, rates, and certify county budget order	Wed 5/6/09	Wed 5/6/09	Mon 2/16/09																												
16	✓	Prepare abstract and tax duplicate, and submit 2008-pay-2009 tax billi	Thu 5/7/09	Fri 6/19/09	Mon 3/16/09																												
17	✓	Prepare and mail tax bills	Mon 6/22/09	Mon 6/22/09	Fri 4/24/09																												
18	✓	Publish tax rates - 1st advertisement	Mon 6/22/09	Mon 6/22/09	Fri 4/24/09																												
19	✓	Publish tax rates - 2nd advertisement	Tue 6/23/09	Mon 6/29/09	Fri 5/1/09																												
20	✓	Publish tax rates - 3rd advertisement	Tue 6/30/09	Mon 7/6/09	Fri 5/8/09																												
21	✓	Tax billing lead time - spring installment	Mon 7/6/09	Thu 7/9/09	Mon 5/11/09																												
22	✓	Tax bills due - spring installment	Fri 7/10/09	Fri 7/24/09	Mon 5/11/09																												
23		Make spring property tax distribution	Mon 7/27/09	Mon 9/14/09	Tue 6/30/09																												
24		Tax billing lead time - fall installment	Mon 9/14/09	Tue 11/3/09	Tue 11/10/09																												
25		Tax bills due - fall installment	Wed 11/4/09	Tue 11/10/09	Tue 11/10/09																												
26		Make fall property tax distribution	Wed 11/11/09	Thu 12/31/09	Thu 12/31/09																												
On Time Status: Green = On Time or early Yellow = 1-90 days late Red = 91+ days late		Task		Summary		Rolled Up Baseline Milestone		Project Summary																									
		Progress		Rolled Up Task		Rolled Up Progress		Group By Summary																									
		Baseline		Rolled Up																													

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- 15
- Work unit budgets, levies, rates, and certify county budget order**

A note of explanation for items associated with this year's tax billing-- lines 16 through 21. Marshall County has two schools that overlap with St. Joseph and LaPorte Counties. Because all County units, save the three units involved with the overlapping schools, Marshall County requested and received a partial budget order. However, after discussions with the DLGF, the County agreed to wait for a full budget order-- which delayed abstract preparation--while the Department devised a system to provide assessed values (AVs) and estimate tax rates for the overlapping schools.